



MAC MAKES SENSE

A Practical Guide to Using Mac OS X
@ T.E. Scott Elementary School

Mac OS X is an amazing operating system...if you know how to use it properly.

LOGGING IN

1. At the Mac OS X Login screen, click on *District Network* and enter your district username/password (it is the same as your Employee Self Service username and password). If you do not have a district CMS account, click on *Guest Access* (no password is required).

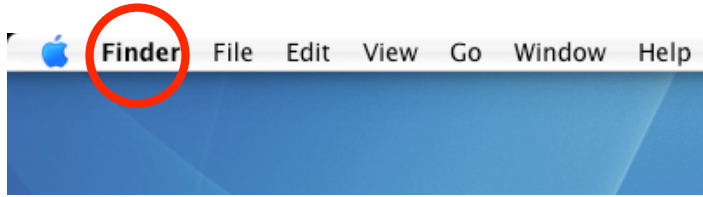
MAC OS X

1. Once you have logged in, you will see this screen:



2. *Finder* is the basic application (i.e. computer program) that is responsible for file management and application launching in Mac OS X.
3. The *Dock* at the bottom of the screen allows you to launch applications with one click of the mouse.
4. Use the *Trash Can* to deposit unnecessary files and documents.

5. The *Menu Bar* is located in the top-left corner of the screen. The item next to the blue Apple indicates which application is currently active.



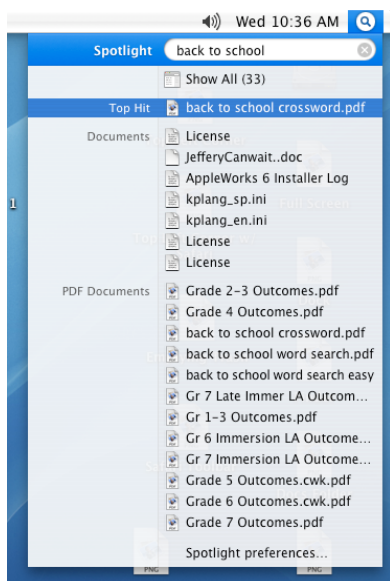
6. When a different application is running, the *Menu Bar* changes and gives you a different set of menus.



7. The blue icon in the top-right corner gives you quick access to *Spotlight*, which helps you find items on the computer's hard drive.



8. Click on the *Spotlight* icon and type in any words that are in the file name or any words contained within the document itself. *Spotlight* will search the file names and also the contents of each file. Click on the file that you want to open.



THE FINDER

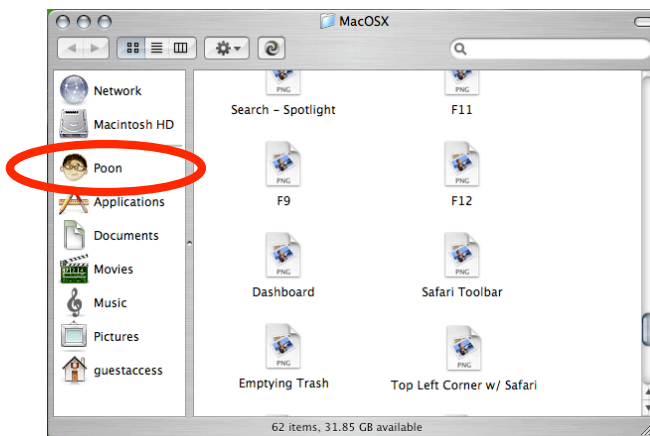
1. The Mac OS X *Finder* helps you manage your files. To open the *Finder*, click on this icon on the *Dock*:



2. This is what the *Finder* window looks like when it is open:



3. The left-hand side of the *Finder* is called the *Sidebar*. It gives you quick access to important folders. Use these folders to organize all of your files (e.g. keep documents in the *Documents* folder, applications in the *Applications* folder, etc.). If you want to put other important folders in the *Sidebar*, then just drag it over and drop it in. You can also rearrange the folders by dragging them around.

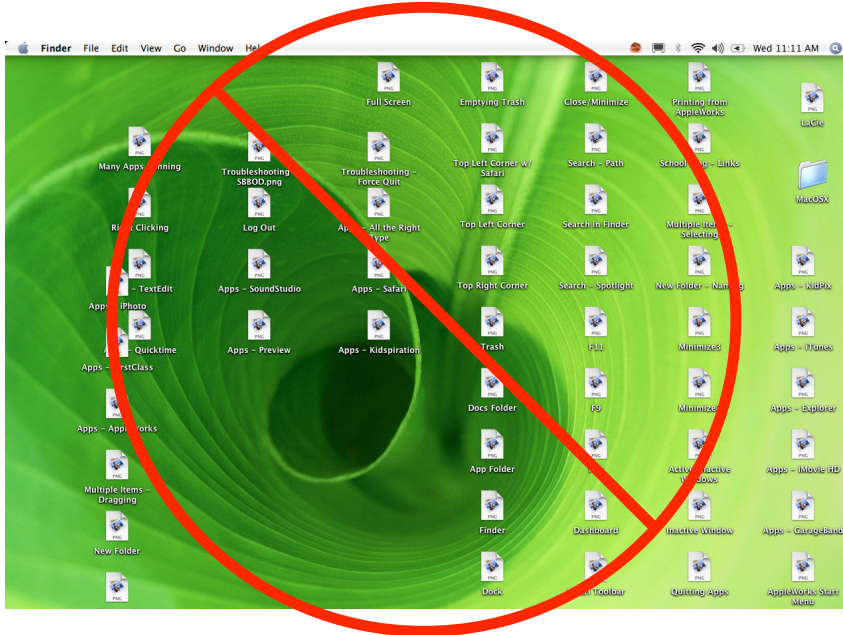


4. The front and back arrows at the top of the *Finder* act like the arrows in a web browser. The 3 buttons besides the arrows offer you three different ways of viewing your files: icon view, list view, and column view.

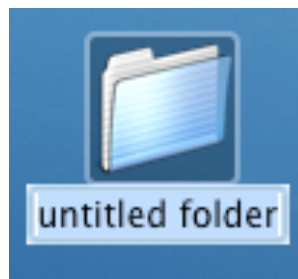
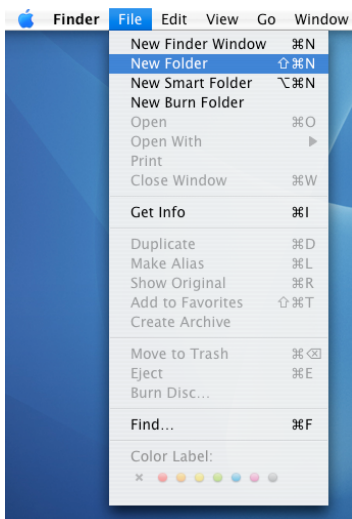


Back/Forward **View Options**

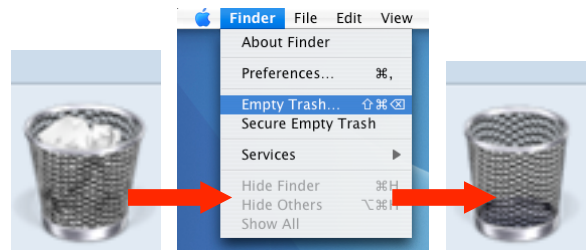
5. Try to keep the desktop free of clutter. The computer runs slower if you clutter the desktop with all of your files. Keeping files organized in folders will also help you find them faster.



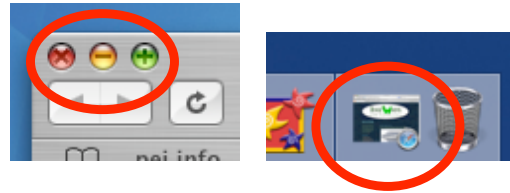
- To make a new folder, go to the *File* menu and select *New Folder* (or press *Apple+Shift+N*). Then, name your new folder.



7. Empty the *Trash* as often as you can. Under the *Finder* menu, select *Empty Trash*. This will free up storage space.



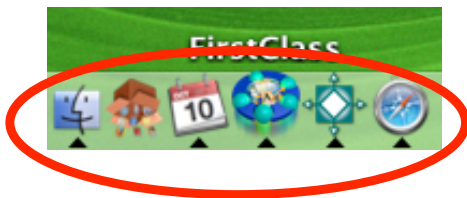
8. If you want to minimize a window because it is blocking your view, click on the yellow button in the top-left corner of the window. If you want to bring it back, just click on the miniature version of it on the *Dock*.



9. When you are finished with an application, make sure that you *Quit* it, rather than just *Close* the window. To *Quit* an application, press *Apple+Q* on the keyboard or go to the menu bar and select *Quit*.



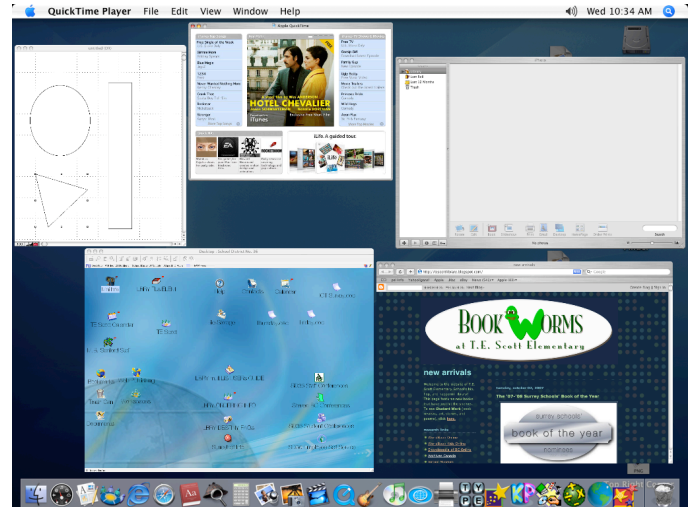
10. If you have many applications running at the same time, the computer will act slower (you can tell which applications are running by looking at the *Dock*. If it has a black arrow under the icon, then it is running). *Quit* all unused applications.



11. If you need quick access to a calculator, the weather, the date, or the time, just press *F12* on your keyboard or click on the black icon on the *Dock* to access the *Dashboard*.



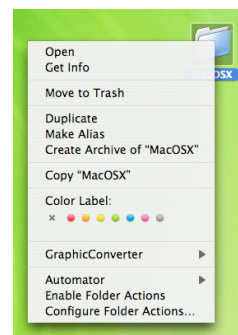
12. If you have too many windows open and your screen is very confusing, just press *F9* and all of your windows will tile out so you can find the one that you want:



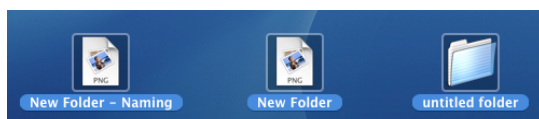
13. If you have several windows open and you want to access the *Desktop* easily without closing all of them, just press *F11* to clear away everything from your *Desktop*. Press *F11* to bring it all back again.



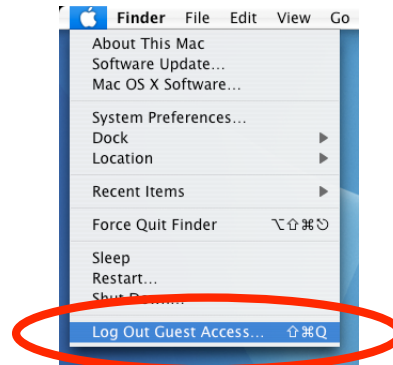
14. If you want to "right-click" an item, hold the *Control* key on the keyboard and then click it with your mouse. This action will bring up a new menu.



15. If you want to select multiple items, hold the *Shift* key on the keyboard while you click on each item. If you drag one of these items, all of them will move with it.



16. Remember to *Log Out* when you are finished with the computers (and please remind your students to log out too). Go to the blue Apple menu and click on *Log Out* or press *Apple+Shift+Q* on the keyboard.

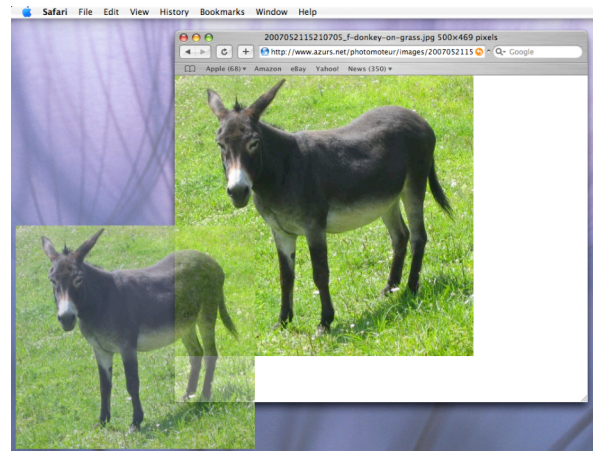


SAFARI

1. *Safari* is our default web browser. When you launch *Safari*, all of our lab computers will automatically load the T.E. Scott Elementary home page. Research links are located on the left-hand side of the page. If you would like Gareth to add a link to a particular website that relates to any aspect of your curriculum, just ask him. Students can simply open *Safari*, click on one link and be automatically redirected to the site that you want them to be on. Say "goodbye" to wasted time!



2. Please try to be patient with our slow internet connection; we share bandwidth with *every single public school in the province*.
3. There is a built-in Google search box in the top right corner of the *Safari* window.
4. If you would like to download a picture from the internet, just drag it and drop it onto your *Desktop* (or drop it into another application such as AppleWorks).

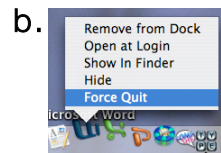
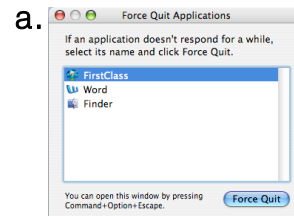


TROUBLESHOOTING







1. If you encounter the "spinning beach ball of death" and the computer fails to respond after several minutes, try one (or all) of these strategies (unsaved changes will be lost):



- a. Press *Apple+Option+Escape* on the keyboard. This will bring up the *Force Quit* menu. Select the application that you wish to quit, and click on the blue button.
- b. Hold *Control* on the keyboard and click on the application's icon on the *Dock*. Choose *Force Quit*.
- c. If all else fails, press and hold the *Power* button on the computer for about 10 seconds. After the computer shuts down, wait 10 seconds and turn it on again.



APPLICATIONS

 <p>Name: All the Right Type Kind: Application</p>	All the Right Type teaches typing skills
 <p>Name: AppleWorks 6 Kind: Application</p>	AppleWorks contains a word processor, a drawing program, and a painting program
 <p>Name: Comic Life Kind: Application</p>	Comic Life allows students to create/design their own professional-quality comics (*only available on the MacBooks*)
 <p>Name: Internet Explorer Kind: Application</p>	Internet Explorer is an outdated web browser. Not recommended
 <p>Name: FirstClass8 Kind: Application</p>	FirstClass allows teachers and students to access e-mail and inter/intra-school conferences
 <p>Name: GarageBand Kind: Application</p>	GarageBand allows students to easily create their own music and podcasts



Name: Google Earth
Kind: Application

Google Earth lets you view any place in the world from space (*only available on the MacBooks)



Name: iDVD
Kind: Application

iDVD allows students to burn professional-quality DVDs with menus



Name: iMovie HD
Kind: Application

iMovie HD allows students to edit video (complete with titles/transitions/effects) and create digital stories (can be used with a video camera or the MacBooks' built-in iSight camera)



Name: iPhoto
Kind: Application

iPhoto is a photo management application which allows students to create slick, easy slideshows



Name: iTunes
Kind: Application

iTunes is a music management application which allows students to burn CD's, make playlists, and download education-related podcasts.



Name: iWeb
Kind: Application

iWeb allows students to create stunning web pages using templates



Name: Inspiration 8.0
Kind: Application

Inspiration allows students to create more complex graphic organizers



Name: Kid Pix Deluxe 4
Kind: Application

KidPix is a fun painting program that also features slideshows and animation.



Name: Kidspiration 2
Kind: Application

Kidspiration allows students to create simple graphic organizers



Name: Photo Booth
Kind: Application

PhotoBooth allows students to take quick pictures using the built-in iSight camera (*only available on the MacBooks)



Name: Preview
Kind: Application

Preview is a quick PDF viewer



Name: QuickTime Player
Kind: Application

QuickTime is a media player (audio/video)



Name: Safari
Kind: Application

Safari is a web browser



Name: TextEdit
Kind: Application

TextEdit is a simple word processor